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JOURNAL OF REHABILITATION RESEARCH AND DEVELOPMENT

- 1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) Handbook announces programmatic procedures to the Journal of Rehabilitation Research and Development in the Rehabilitation Research and Development (RR&D) Service.
- 2. SUMMARY OF MAJOR CHANGES:** Establishes guidance and procedures for the VHA RR&D's publication, the Journal of Rehabilitation Research and Development.
- 3. RELATED DOCUMENTS:** VHA Directive 1203.
- 4. RESPONSIBLE OFFICE:** The Office of RR&D (124) is responsible for the contents of this Handbook.
- 5. RESCISSION:** None.
- 6. RECERTIFICATION:** This document is scheduled for recertification on or before the last working date of March 2007.

Frances M. Murphy, M.D., M.P.H.
Acting Under Secretary for Health

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1. PURPOSE

Department of Veteran Affairs (VA) constituents, and the disabled community at large, look to Rehabilitation Research and Development (RR&D) to disseminate effectively new rehabilitation discoveries to clinicians, researchers, and consumers. The Journal of Rehabilitation Research and Development (JRRD), a scientifically reviewed publication of the VA RR&D Service, is the only indexed, scientific journal offering comprehensive coverage of all rehabilitation research disciplines: neurological, orthopedic, engineering, auditory, ophthalmological and optometric, outcomes, restorative, geriatric, psychiatric, and community reintegration.

2. BACKGROUND

a. **Origins.** RR&D began publishing JRRD's predecessor, the Bulletin of Prosthetics Research in the 1960's, and expanded its scope to become JRRD in 1983. Originally published as a quarterly, the emerging cross disciplinary findings in rehabilitation have warranted a further expansion in scope and increased publication to six times per year.

b. **Indexes.** JRRD has emerged as a respected and recognized scientific journal and is indexed by:

- (1) Index Medicus.
- (2) Cumulative Index to Nursing and Allied Health Literature (print index).
- (3) CINAHL (database).
- (4) Engineering Index (bioengineering abstracts).
- (5) EMBASE/Excerpta Medica.
- (6) The BLDOC System (French).
- (7) United States Government Periodicals Index (Congressional Information Services).
- (8) PubMed.
- (9) RECAL Information Services (University of Strathclyde).
- (10) Social Science Index, WILSONDISC Databases (H.W.Wilson Company)
- (11) SPORT Database/SPORT Discus (Canadian)

c. **Electronic Versions.** JRRD is available electronically at <http://www.vard.org>.

d. **Library of Congress.** JRRD can be found under Library of Congress Catalog Card Number 6.60273; ISSN 0007-506X.

3. SCOPE

a. **Areas of Interest.** Principal areas of interest include: prosthetics, orthotics, orthopedic rehabilitation (including amputation), neurological dysfunction, spinal cord injury restoration and rehabilitation, geriatric rehabilitation, visual and hearing impairment rehabilitation, rehabilitation engineering, and rehabilitation outcomes.

b. **Submission Types.** JRRD accepts papers from both VA and non-VA investigators and frequently receives manuscripts from international sources. The following types of papers are accepted:

(1) Original scientific rehabilitation research and development papers (including Preliminary Studies).

(2) Selective review articles.

(3) Technical notes which describe techniques, procedures, or findings of original scientific research. ***NOTE:*** *These may be evaluations of a particular prototype that has been developed or other clinical interest.*

(4) Clinical reports describing a new clinical technique or any other topic of clinical interest.

(5) Letters to the Editor.

(6) Books for Review may be sent by authors or publishers, with reviewers selected at the discretion of the Editor.

c. **Investigator Obligations.** All VA investigators are required to submit articles emanating from VA RR&D funded research to JRRD for first consideration of publication. Exceptions to this policy will be made at the discretion of the Editor in Chief. Support of JRRD is an obligation of every member of the VA RR&D community, and compliance with this policy is a performance measure that is applied to all funded investigators.

(1) Articles which are either excepted from this policy, or refused for acceptance by JRRD but accepted by another journal, must list the investigator's VA affiliation and acknowledge and VA RR&D as a funding source (primary, if that is the case).

(2) When VA provides half or more of the salary support for the principal investigator, it shall be named first, regardless of whether VA is the primary source of funding or where the funds are administered (see VHA Handbook 1200.19).

(3) Reprints of articles appearing in another publication must be sent to: RR&D Service (122A), 810 Vermont Avenue, NW, Washington, DC 20420.

(4) Advance notice to RR&D Service (122A), 810 Vermont Avenue, NW, Washington, DC 20420, of publication in other sources is required.

d. **Review.** Scientific papers submitted to JRRD are subject to critical scientific review for merit by at least two referees, either editorial board members or reviewers recommended by board members, who have expertise in the appropriate subject matter. To ensure objectivity, anonymity is maintained between the author(s) and the referees. Acceptance is based on the reviewers' recommendations, with the Editor-in-Chief maintaining final decision authority.

e. **Instructions to Contributors.** Authors are to prepare manuscripts in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (Revised Version, dated February 1997) developed by the International Committee of Medical Journal Editors. A letter signed by all authors (with their full names and academic degrees) must confirm that the contribution has not been published by or submitted to another journal.

(1) **Manuscripts.** Manuscripts are to meet the following requirements:

(a) Original and in English;

(b) Contain an abstract, introduction, method, results, discussion, conclusion, and references;

(c) Be typewritten, double-spaced with liberal margins, on quality standard white paper; and

(d) An 8.9 cm non-returnable disk, preferably in IBM-PC format and generic ASCII text, is to accompany three hard copies. **NOTE:** *If using Macintosh, the author should so advise in the cover letter. Manuscripts generally should not exceed 20 double-spaced typed pages.*

(2) **Source of Funding.** Source(s) of funding must be included and is to be listed on the cover page.

(3) **Abstract.** An abstract of 150 words or less must be provided with the submitted manuscript. It needs to give the factual essence of the article and be suitable for separate publication in index journals.

(4) **Key Words.** Three to ten key words, preferably terms from the Medical Subject Headings from Index Medicus, need to be provided.

(5) **Running Heads.** A running head (short title) of fewer than 40 characters, including spaces, are to be included.

(6) **Figures.** Graphics and photos may be used for clarifying the text; legends are to be printed on a separate sheet and not on the artwork. Graphics (i.e., drawings, schematics, charts, graphs, etc.) should be 8.9 cm wide, no more than 19 cm high, and camera-ready for printing in black and white. No external titles or labels are permitted. Computer generations must be printed at a density of 300 or more dpi. Black and white (no color) photos with good contrast are accepted only in 12.5 x 17.5 cm) format; no tape is to be placed on photos. The number and "TOP" should be typed on a label affixed to the back of each figure. Unacceptable illustrations will be returned for revision.

(7) **References.** References are to be typed separately, double-spaced, and numbered consecutively in the order in which they are first mentioned in the text.

(a) References first cited in tables or figure legends need to be numbered so that they will be in proper sequence with references cited in the text.

(b) “Unpublished observations” or “personal communications,” for which the author has secured permission of the person cited, need to be treated as footnotes and are not to be included in the numbering of the references.

(c) Paper presentations at national conferences and/or symposiums are not accepted as references. **NOTE:** *Authors are responsible for the accuracy of their references.*

(8) **Permission and Copyright.** Articles published and their original illustrations (unless borrowed from copyright sources) are in the public domain. Borrowed illustrations must contain full information about previous publication and credit is to be given. Authors must obtain permission to reproduce figures, provide signed release forms for use of photographs containing identifiable persons, and submit originals of those signed documents with the manuscript.

(9) **Submission Instructions.** Manuscripts are to be submitted to:

Editor, Journal of Rehabilitation Research and Development
Scientific and Technical Publications Section (122)
103 South Gay Street - 5th Floor
Baltimore, MD 21202-4051

NOTE: *The telephone number is (410) 962-1800, extension 240; and the Fax number is (410) 962-9670.*

(10) **Review of Proofs.** Proofs will be sent to the first-named author, unless otherwise requested. To avoid delays in publication, proofs are to be checked immediately and returned to the publishers by express mail within 5 working days. **NOTE:** *If not received by the prescribed time, it will be assumed that no changes are needed.*

4. EDITORIAL BOARD

The Editorial Board is an interdisciplinary body of experts who serve in an advisory capacity to the Director, RR&D Service, who serves as Editor-in-Chief. The Board’s primary purpose is to ensure that the scientific excellence of rehabilitation content is maintained at the highest level.

a. **Composition.** The board is composed of an interdisciplinary group of clinical and scientific experts with significant experience in the broad field of RR&D.

b. Nomination Process

(1) Nominations of board members are to be made directly to the Editor-in-Chief. Nominations need to include documentation of the nominee's expertise in the field of RR&D. Expertise may be demonstrated through one or more of the following:

(a) Conduct of applied research and publication of progress and results in scientifically reviewed professional journals.

(b) Evidence of clinical practice in a rehabilitation and/or university setting.

(c) Letters of recommendation or endorsement from recognized clinical and scientific professionals in their fields of investigation or related areas of practice.

(2) Nominations, other than self-nominations, must include acknowledgement from the nominee that, if approved, they are willing to serve on the board. Recommended additions to the Editorial Board are voted upon by the existing board.

c. **Length of Service.** The length of service for Editorial Board members is 3 years. After that time, members may be re-elected by the Board for an additional 2 years. A member may resign the appointment at any time. A Board member's service may be terminated, if, in the Board's opinion, the services of the member are no longer required. Termination of Board members before the fulfillment of their term must be by unanimous vote.

d. **Responsibilities.** Board members are expected to:

(a) Actively participate in the scientific review of manuscripts submitted to the Journal,

(b) Encourage colleagues to submit manuscripts to JRRD, and

(c) Actively advise on editorial content and make-up.

e. **Scheduled Meetings.** The Editorial Board meets annually.

5. CIRCULATION

Receipt of JRRD is offered without charge to clinicians, researchers, and consumers who indicate a desire to receive it. Subscribers must complete annual surveys to remain on the circulation list, ensuring continued interest in receipt.